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MMARS Policy: Payroll

Issue Date: July 1, 2004

Date Last Revised: November 1, 2006

Types of Payments: Accounts Payable

Executive Summary

There are instances where Departments need to process prior fiscal year payroll in the current fiscal year accounts payable period. To accommodate that need, Accounts Payable payroll is available after the close of a fiscal year.

Considerations

This policy applies to all Commonwealth Branches and Departments.

Policy

Accounts Payable Payroll

This is payroll charged against a Department's NewMMARS account in the previous fiscal year for services rendered prior to the end of that fiscal year (June 30th) for both State and Contracted employees. The Accounts Payable payroll occurs in the current fiscal year during the accounts payable period. A Payroll Hold (PH) encumbrance transaction must be entered on NewMMARS prior to June 30th of each fiscal year to encumber funds for Accounts Payable payroll. Departments are responsible to insure that the money encumbered in their Payroll Holds will cover the amount they have posted for Accounts Payable payrolls. Accounts Payable payroll is posted during the current payperiod using specific earnings codes configured specifically for Account Payable posting.

http://www.state.ma.us/osc/Payinfo/payroll/regular_Employ_AcctPay_Proc.html

The Accounts Payable period runs through August 31st unless extended by the Fiscal Affairs Division (FAD) or by statute.

Internal Controls

Information Sources

- Related Procedure – None
- Legal Authority
 - Massachusetts General Laws, Chapter 7A, Sections 3, 7 and 8
 - Massachusetts General Laws, Chapter 29, Section 13
- Attachments - http://www.mass.gov/osc/Payinfo/payroll/Contract_Employee_AcctPAYABLE02.pdf
- Links - http://www.state.ma.us/osc/Payinfo/payroll/regular_Employ_AcctPay_Proc.html
- [Contacts – CTR Help Desk](#)

November 1, 2006 – Removed language referencing Knowledge Center and updated relevant links to Mass.gov/osc portal site.